



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-3550

Walt Helmick
Commissioner

VACANCY ANNOUNCEMENT

Title: Laboratory Technician (Data/LIMS Technician)

Salary: \$28,000

Headquarters: Moorefield, WV

Send WVDA Application & Resume to: Anne Oravec, Executive Assistant
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
E-mail: aoravec@wvda.us

Closing Date: Open Until Filled

Nature of Work: Under direct supervision, performs work at the entry level by conducting a limited number of basic laboratory tasks and examinations and providing routine assistance to technical or professional personnel in accordance with well-defined and established regulations and procedures. Responsible for sample data entry and resulting-out using the Laboratory Information Management System (LIMS). Performs related work as required.

Examples of Work:

- ♦ Cleans and sterilizes laboratory glassware and equipment.
- ♦ Registers and prepares samples for analysis.
- ♦ Sterilizes and discards infectious and disposable waste materials according to Food and Drug Administration (FDA) and Environmental Protection Agency (EPA) regulations.
- ♦ Prepares media and reagents.
- ♦ Maintains adequate supplies used within the work area.
- ♦ Receives samples, logs into LIMS and uniquely identifies, labels, and prepares samples for testing, reads and records test results, distributes and mails laboratory reports.
- ♦ Maintains required records.
- ♦ Performs routine laboratory procedures

- ♦ Develops and maintains quality assurance measures to assure that analytical methods are under control.
- ♦ Performs standard serological related tests and observations in accordance with scientific principles and techniques.
- ♦ Performs related work and other duties as required.
- ♦ Attends meetings including overnight travel

Working Conditions:

Required Knowledge, Skills and Abilities:

- ♦ Ability to learn basic laboratory terminology, techniques, and practices.
- ♦ Ability to learn the federal requirements regarding proper disposal of laboratory waste materials.
- ♦ Ability to comprehend oral and written instructions.
- ♦ Ability to maintain accurate records.
- ♦ Ability to prepare boxes and letters for mailing.
- ♦ Knowledge of computers/data entry preferred.
- ♦ Skill in the performance of routine microbiological testing and interpretation.
- ♦ Skill with techniques and in following standard scientific laboratory methods.
- ♦ Ability to speak in front of an audience

Minimum Qualifications:

Training: Graduation from a standard high school or equivalent, with a minimum of 2 years of college with an emphasis on one of the physical sciences.

Experience: One year employment in a laboratory environment.

Additional Qualifications:

- ♦ Possess a valid West Virginia driver's license